



## **2023-24 Salk Elementary Parent Handbook**

Salk Elementary  
7625 E. 58th Street  
Tulsa, OK 74145  
918-833-9500

## **Salk School Motto**

I am smart

I am brave

I am kind

I am strong

I am me

Together we are Salk Eagles

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**Forms to Fill out**

The following forms need to be completed and returned to the office. These will be sent home on your students first day of class:

- Salk Student Update/Dismissal Information
- Health History
- Directory Information
- Field Trip Authorization
- Talent Release
- Parent-School Compact

## Salk Staff Contacts

### Administration

Tiffany Morgan - Principal  
Brandy Kopichanski - Asst. Principal  
Kim Jones - Counselor

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### Office

Brian Blevins - Principal's Secretary  
Jenneth Caskey - Registrar  
Charlotte Johnson - Nurse  
Alyson Santana- Parent Facilitator

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### 1st Grade

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### 2nd Grade

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### 4th Grade

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### 5th Grade

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### Specials/talleres

Josh Cirbo - PE  
Janet Lefler - Art  
Sarah Berry - Music  
Kimbra Mavis - Library

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### Special Services

Susan Comfort - Gifted & Talented  
Terri Williams - Reading Specialist  
Kelli Schroeder - Autism Teacher  
Jefferey Thomas - MM Sped Teacher  
Heather Philley - ELL (English Language Learners)  
Lisa Wrest - ELL (English Language Learners)  
Laura Hardin - ELL (English Language Learners)  
Stephanie Shumaker - Speech

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## **2023-2024 School Calendars**

[English](#)

[Español](#)

# Arrival and Dismissal

## Arrival /Morning Drop-Off

\*Students may NOT be dropped off at school before 7:10 am, unless they are a Safety Patrol\*

- **Car Drop-Off: In the back loop around the playground (same as dismissal)**
  - Traffic enters at the gate between Salk & Memorial Jr. High and is one lane only. Please follow directions posted and the instructions of morning duty staff.
  - **We encourage you to use the drop off lanes instead of the neighborhood street.** The line moves quickly and is safer for your child since teachers are there to help.
  - **Pre-K thru 1<sup>st</sup> will enter the back of the building through the music doors.**
  - **2<sup>nd</sup> thru 5<sup>th</sup> will enter the back of the building through the cafeteria doors.**  
*Staff on duty will direct the students on which doors to use.*
  
- **Walking Drop-Off**
  - All student walkers will enter the building through the same doors as the car riders by grade.
  - Please say good-bye to your student outside the doors where they will head inside on their own.
  
- **Tardy**
  - The back gate and doors will be locked at 7:30. If your child arrives later than 7:30, they need to be taken to the front entrance. You will need to park and walk your student inside to sign them in.
  
- **Classes begin promptly at 7:30am.**
- **Breakfast will be offered to all students in the classroom. Breakfast will not be offered after 7:50 am, so please have your students arrive on time.**
  
- **Parents/Guardians will not be allowed in the building in the morning, please send hugs and waves as they exit your car or walk in.**

## Dismissal / Pick-Up

- **The school day ends at 2:35 pm.**
- In order to protect instructional time and ensure that dismissal is safe and smooth, we are encouraging parents NOT to pick up students after 2:00 pm. Please schedule your afternoon appointments accordingly.
- From **2:00 pm – 2:35 pm, your child will be in the midst of active dismissal procedures**; they will be preparing to head to their specified dismissal location. **Transportation changes will not be accepted during this time frame. IF you need to permanently change your child's transportation, you will need to come into the school office to fill out a new student "My Way Home" form.**
- **Car Pick-Up:** back car loop (same as morning car drop off)
- **Parent Walk Up:** underneath the awning in the back of the building by the music room and bring your transportation sign with your student's name and check your student out with that teacher on duty.

- Any remaining students who have not been picked up will be brought to the Main Office.
- Any students left in the Main Office after 3:00pm will be picked up and turned over to Campus Police and DHS will be contacted.

## **Bell Times**

School begins at 7:30

School ends at 2:35

## **Lunch Schedules**

|              |             |
|--------------|-------------|
| Pre-K        | 10:30-10:55 |
| Kindergarten | 10:45-11:05 |
| 1st Grade    | 11:15-11:40 |
| 2nd Grade    | 11:45-12:10 |
| 3rd Grade    | 11:00-11:25 |
| 4th Grade    | 12:10-12:35 |
| 5th Grade    | 12:15-12:40 |

Any parent or guardian wishing to eat lunch with their student must have a background check on file in the school office and show a current ID when entering the building.

## **Birthday/Celebrations**

All birthday celebrations will need to be approved by the classroom teacher. No balloons, flower bouquets, gifts will be delivered during the school day for students. All celebration treats must be store bought items. No homemade treats are allowed to be served at school. Any parent/guardian helping the classroom teacher with a celebration must check-in at the office and have a background check on file previous of the day of the celebration.

## **Child Nutrition**

Check the TPS website for lunch menu calendars and other information regarding meals. If students are bringing a lunch to school, it must be a full lunch. No soda pop allowed at school. We ask every family to complete the free and reduced meal application even though all students will receive free breakfast and lunch at Salk, these applications help us fund field trips, activities for students, teaching assistants, etc.

<https://www.tulsaschools.org/about/teams/child-nutrition>

## **Attendance**

### **BUILDING GOOD ATTENDANCE HABITS**

Start building good attendance habits in preschool so children learn early on that going to school on time, every day is important. Good attendance will help children do well in school, in college, and in careers.

### **HOW CAN FAMILIES SUPPORT STUDENT ATTENDANCE?**

- Set a regular bedtime and morning routine;
- Get clothes ready and pack backpacks the night before;
- Develop backup plans for getting to school if you are unable to take your child;
- Avoid medical appointments and extended trips when school is in session; and
- Talk to teachers or the school counselor if your child seems anxious about going to school.

### **TULSA PUBLIC SCHOOLS ABSENCE POLICY**

All absences must have a written or verbal explanation provided by the parent or guardian within 48 hours of the student's return to school. For an absence to be excused, per state law, a doctor's note, funeral program, court document, etc, must be provided. A parent's explanation will be recorded as "with explanation" (W), but not excused. Explained absences are legally unexcused absences.



If a student is absent for too many days, the attendance officer may report the absences to the district attorney for juvenile proceedings. View [Policy 2204: Student Attendance](#) regarding truancy and how many absences is too many.

## Grades

Grades will be posted and viewable through Powerschool

For directions on how to create a parent Powerschool account click [here](#)

En Espanol clique [aqui](#)

## Supplies

Salk is a Supplied for Success School and most of your student's supplies are provided. Teachers may send a wish list for other items. Items to consider are a backpack, lunch bag, water bottle, facial tissue, sanitizing wipes, and hand sanitizer.

## Transportation

[Tulsa Public Schools transportation link here.](#)

## Uniform Policy Linked Here on the TPS webpage

|  |   |   |  |
|--|---|---|--|
| <p><b>SALK ELEMENTARY DRESS CODE</b></p> <p><b>SHIRTS</b></p> <ul style="list-style-type: none"> <li>Shirts can be long sleeve or short sleeve</li> <li>No t-shirts, or sleeveless shirts. All shirts must have collars</li> <li>No writing, logos, stripes, or patterns (Salk Spirit wear can be worn)</li> <li>Red, white, navy blue, and gray</li> <li>Undershirts and leggings/tights must be matching school colors (red, navy, black, or white)</li> </ul> | <p><b>CÓDIGO DE VESTIMENTA DE SALK ELEMENTARY</b></p> <p><b>DRESSES, SKIRTS &amp; JUMPERS</b></p> <ul style="list-style-type: none"> <li>Khaki, Navy Blue, or Tan</li> <li>No writing, logos, stripes, or patterns</li> <li>Must wear a uniform color shirt underneath</li> <li>Must be at least 3 inches from the knees</li> </ul>   | <p><b>CAMISAS</b></p> <ul style="list-style-type: none"> <li>Las camisas pueden ser de manga larga o manga corta</li> <li>No hay camisetas ni camisas sin mangas. Todas las camisas deben tener cuellos</li> <li>Sin escritura, logotipos, rayas o patrones (se puede usar ropa Salk Spirit)</li> <li>Rojo, blanco, azul marino y gris</li> <li>Las camisetas interiores y los leggings/medias deben coincidir con los colores de la escuela (rojo, azul marino, negro o blanco)</li> </ul> | <p><b>VESTIDOS, FALDAS Y JERSEIS</b></p> <ul style="list-style-type: none"> <li>Caqui, azul marino o bronceado</li> <li>Sin escritura, logotipos, rayas o patrones</li> <li>Debe usar una camisa de color uniforme debajo</li> <li>Debe estar al menos a 3 pulgadas de las rodillas</li> </ul>   |
| <p><b>PANTS &amp; SHORTS</b></p> <ul style="list-style-type: none"> <li>Khaki, Navy Blue, or Black</li> <li>Jeans are permitted with a uniform top.</li> <li>Leggings can only be worn under skirts or shorts and must be uniform colors</li> <li>Solid-colored belts (black or brown) may be worn</li> </ul>  | <p><b>SWEATERS</b></p> <p>Plain solid-color sweatshirts/sweaters (black, red, gray or navy) may be worn over the uniform colored shirt</p> <p><b>PROHIBITED ITEMS</b></p> <ul style="list-style-type: none"> <li>No tank tops or spaghetti straps</li> <li>No shirts with profane, vulgar, or suggestive messages</li> <li>No hoodies, jackets or coats in the classroom</li> <li>Clothing should be solid without designs, decals, or logos. No designs or other colors are permitted.</li> <li>No sandals, shower shoes, slacks, or flip flops</li> </ul> | <p><b>PANTALONES Y CORTOS</b></p> <ul style="list-style-type: none"> <li>Caqui, azul marino o negro</li> <li>Los jeans estan permitidos con una parte superior uniforme.</li> <li>Los leggings solo se pueden usar debajo de faldas o pantalonas cortos y deben ser de colores uniformes.</li> <li>Se pueden usar cinturones de color sólido (negro o marrón)</li> </ul>  | <p><b>SUÉTERES</b></p> <p>Se pueden usar sudaderas/súeteres lisos de color sólido (negro, rojo, gris, o azul marino) sobre la camisa con cuello uniforme</p> <p><b>ARTÍCULOS PROHIBIDOS</b></p> <ul style="list-style-type: none"> <li>No hay camisetas sin mangas ni correas de espagueti</li> <li>No hay pantalones con agujeros excesivos o rasgadas</li> <li>No camisas con mensajes profanos, vulgares o sugerentes</li> <li>No hay sudaderas con capucha, chaquetas o abrigos en el aula</li> <li>La ropa debe ser sólida sin diseños, calcomanías o logotipos. No se permiten diseños u otros colores.</li> <li>Sin sandalias, zapatos de ducha, toboganes o chancas</li> </ul> |
| <p><b>SHOES</b></p> <ul style="list-style-type: none"> <li>Shoes should be athletic style and closed toe</li> <li>Shoes with lights, sounds, or wheels are not allowed</li> <li>Any color</li> </ul>   | <p>Full Tulsa Public Schools Uniform Policy –<br/> <a href="https://www.tulsaschools.org/student-and-family-support/uniforms">https://www.tulsaschools.org/student-and-family-support/uniforms</a></p>  | <p><b>CALZADOS</b></p> <ul style="list-style-type: none"> <li>Los zapatos deben ser de estilo atlético y cerrados</li> <li>No se permiten zapatos con luces, sonidos o ruedas</li> <li>Cualquier color</li> </ul>   | <p>Full Tulsa Public Schools Uniform Policy –<br/> <a href="https://www.tulsaschools.org/student-and-family-support/uniforms">https://www.tulsaschools.org/student-and-family-support/uniforms</a></p>   |

## Community Resources

Tulsa Public Schools has been working with community partners to provide support for all TPS families. This site is designed to help families with basic needs childcare. The online portal address is: [COVIDKidCareResources.tauw.org](https://COVIDKidCareResources.tauw.org)

### **Other Resources:**

Oklahoma Department of Mental Health and Substance Abuse Services Mental Health Guide to COVID-19: Mental health is just as important as physical health when it comes to responding to COVID-19. This [guide](#) includes resources for parents/caregivers of children and youth, child care providers, school, and higher education communities, teens and parents of teens, adults, mental health providers, practitioners, and community partners.

Oklahoma 211 for Mental Health and Substance Abuse If you are unsure which of the following resources is best for you, contact 211 **(dial 2-1-1)**

Service Closures and Changes: View how hours and availability of social and community services in Tulsa have been affected by the virus. Updated by the Community Service Council ([link](#))

Facility Directory: Find the number to your local mental health center in SAMHSA's directory of Community Mental Health Centers ([link](#))

COPES Crisis Line: 918-744-4800 24/7 telephone help through the Community Outreach Psychiatric Emergency Services (COPES) Team for those having a hard time coping and adapting during this pandemic. COPES is a free and confidential 24/7 crisis line and mobile crisis service and also provides emotional support to children and adults in suicidal crisis or emotional distress.

The National Suicide Prevention Line: 1-800-273-8255 The National Suicide Prevention Lifeline serves adults struggling with thoughts of suicide.

Oklahoma Mental Health & Substance Abuse Crisis Line: 800-566-1343 The crisis line serves those in mental health crisis.

Child Abuse Hotline: 1-800-522-3511 The Child Abuse Network is Tulsa's Children's Advocacy Center. CAN serves as the coordinator for the multiple agencies that interact with children of reported child abuse. The result is a collaborative and non-duplicated interagency approach to investigate abuse and protect children in crisis.

CrisisCare Center: 918-921-3200 (Tulsa) If you are in Tulsa and need immediate help with a serious mental illness, the Crisis Care Center at 1055 S. Houston Ave. provides critically-needed psychiatric beds and innovative crisis respite services that includes

triage and screening and assessment, a crisis urgent recovery center, and a crisis stabilization unit.

12&12: 918-664-4224 (Tulsa) 12&12 is an addiction recovery center that treats those living with mental health or substance use disorders.

Alcoholics Anonymous: 918-627-2224 Alcoholics Anonymous is a fellowship of individuals suffering with alcohol misuse who are recovering. This line provides information specific to Eastern Oklahoma.

CALM Center: 918-394-CALM (2256) (Tulsa) The CALM Center serves youth from 10–17 who need emotional/behavioral support or substance abuse detox.

Counseling and Recovery Services of Oklahoma: 918-492-2554 (Tulsa) Counseling and Recovery Services of Oklahoma is a Community Mental Health Center offering services to children and adults.

Indian Health Care Resource Center of Tulsa: 918-588-1900 The Indian Health Care Resource Center of Tulsa provides comprehensive mental health and substance misuse treatment services.

Mental Health Association Assistance Center: 918-585-1213 The Mental Health Association Assistance Center helps those looking for mental health services connect to a provider.

Morton Comprehensive Health Services: 918-587-2171 (Tulsa) Morton Comprehensive Health Services provides mental and behavioral health services.

Narcotics Anonymous: 918-747-0017 Narcotics Anonymous is a fellowship of individuals suffering with drug misuse who are recovering. This line provides information specific to Eastern Oklahoma.

Reach Out Helpline-Heartline: 1-800-522-9054

Sexual Violence Crisis Line: 918-743-5763

True Blue Neighbors Behavioral Health Clinic: 918-631-3342 (Tulsa) True Blue Neighbors Behavioral Health Clinic provides affordable services to children and adults in the True Blue Neighbors Community, the Kendall Whittier neighborhood, and surrounding areas.

F&CS Helpful Resource Page: Family and Children's Services' [hub](#) for resources in response to COVID-19.

The Tristesse Grief Center: 918-587-1200 (Tulsa) A local nonprofit providing professional grief counseling for anyone in need via telehealth. Anyone experiencing grief, anxiety, or depression can call to speak with a professional counselor and find help and support. Their website is [thegriefcenter.org](http://thegriefcenter.org)

Mental Health Association of Oklahoma Tulsa and Oklahoma City support groups are currently hosted virtually. Each of their support groups is led by a mental health professional, but the real power of the groups is getting the chance to interact with other people impacted by mental illness or similar situations. ([link](#))